

DAYCARE CENTERS

Hamilton County Planning and Development, Room 801 County Administration Building (513) 946-4550

I. **WHEN IS A BUILDING PERMIT REQUIRED?**

A permit is required for every new day-care facility, or alteration or addition to an existing day-care facility, which is not the care provider's personal residence and will serve more than six children regardless of age. A permit is also required when it is proposed to increase the number of occupants or floor area of an existing day care facility. This may not always involve physical alterations to the building.

II. **WHO CAN HELP? HOW DO I START?**

Plan ahead. It is important to begin the process several months before your proposed operating date. Non-mandatory assistance and guidelines can be obtained from various sources including:

- *Ohio Department of Education (Day care Building Hotline) (800) 959-2333
- *Architect (Design, Drawing and Code Assistance) of your choice
- *Consumer Product Safety Commission (Playgrounds - leave your name, address and request for "Handbook for Public Playground Safety") 684-2872
- *Ohio Department of Job and Family Services (Licensing Rules) (513) 852-3280

III. **WHAT REGULATIONS MUST I MEET?**

Enforced by the following agencies:

- Hamilton County Department of Building Inspections (OBC, NFPA, HCBC) (513) 946-4550
- Hamilton County Rural Zoning Commission (or local township zoning administrator) (513) 946-4501
- Hamilton County Board of Health (513) 946-7800
- Hamilton County Department of Public Works (513) 946-4750
- Inspection Bureau, Inc. (NEC) (513) 381-6080
- Ohio Department of Job and Family Services (513) 852-3280
- Applicable Fire Department (IFC)

IV. **HOW DO I OBTAIN A PERMIT?**

NOTE: The Zoning Certificate must accompany the permit application.

Complete an application for a building permit and submit six sets of building plans for review to the Department of Building Inspections, Room 803 County Administration Building, 138 E. Court Street, Cincinnati, Ohio 45202. Surveys and/or plot plans must be prepared and sealed by an Ohio registered surveyor. Building plans must be prepared and properly sealed by an Ohio registered Architect or Professional Engineer. All design professionals must properly seal the plans which they are responsible for. A non-refundable plan processing fee must be paid at the time of application. The number of sets of plans required depends on location and extent of work. Contact a Building Department Permit Specialists for details prior to submitting.

NOTE: Filing of an application for a building permit does not constitute permission to begin the work.

An acceptable set of plans should include the following:

- A. All pages and data properly sealed by the appropriate design professional.
- B. Evidence of previous use group and construction type, if an existing building is being used. Acceptable evidence would be original Certificate of Occupancy, architect's drawings, fire department inspection report and/or other government agencies' documents.
- C. A plot plan showing lot dimensions, off-street parking spaces, access drives, all buildings on the lot along with their dimensions, height in stories, type of construction and uses, location of fenced playground, and the location of such buildings relative to each other and to property lines.
- D. Floor plans, drawn to scale, of the entire story where the proposed facility is to be operated, showing at least the following:

1. Existing and proposed uses of all rooms and areas;
 2. Dimensions of all rooms used as part of the proposed center and number and age range of children in program and in each room;
 3. Size, type and swing of all doors which serve as exits from day care rooms and from the building, hardware schedule with function descriptions;
 4. Size, operability (with size of operable area), and location of all windows which serve the Day care room;
 5. Location, enclosure and details of all stairs;
 6. Location of restrooms and/or classrooms and the number of fixtures in each (staff/children ratio must be maintained at all times and locations);
 7. Notation of water temperatures at hand sinks used by children (the Board of Health requires temperatures to be no more than 120 degrees F.);
 8. Provisions for access and use by the disabled;
 9. Means of egress, location and type of exit signs and emergency lighting system;
 10. Location and construction of any new partitions or built in features;
 11. Details of heating and ventilating system, including CFM per each room;
 12. Location and enclosure of kitchen and complete details of range hood and exhaust system, if any;
 13. Interior finishes, smoke and flame classifications for day care rooms and all corridors;
 14. Interior lighting plan and switching (i.e., inaccessible night lights or infant room sleeping area switched separate from play/food prep area, etc.);
 15. Location and type of fire alarm system (required), sprinkler system (if any);
 16. Means of egress and emergency lighting system.
- E. Elevation views of all sides of the building showing windows, doors and other exit facilities and accurately located grade lines.
- F. An additional four 8-1/2 x 11 (or 11 x 17 if necessary) outline diagram plans of the building and the rooms the day-care is located in labeled with all uses of each room (i.e., Infant Room, Auditorium, Office...), age and number of occupants in each room (i.e., 10 children < 2-1/2 years old and 2 adults), and dimensioned and shaded paths of egress to exits (i.e., 44" wide < 100 occupants or 72" wide > 100 occupants).
- V. **WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**
The aforementioned agencies will review the application. If any of the agencies have questions or require corrections, they will contact the applicant (the person who signed the application form). Corrections must be approved within 60 days. Upon receipt of the necessary approvals, a Building Department Permit Specialist will notify the applicant that the application is approved and the balance of the permit fee that may be due. After approval and payment, a permit will be issued.
- VI. **WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**
All work must be performed in accordance with the approved plans, the *Ohio Building Code*, the *Hamilton County Building Code*, the *Hamilton County Zoning Resolution* (or applicable township zoning code) and other applicable ordinances. The permit will expire if work is not started, is postponed, abandoned or an inspection is not requested within six months of the issue date.
- VII. **INSPECTIONS REQUIRED (24 hour minimum notice)**
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| Hamilton County Department of Building Inspections | (513) 946-4550 |
| Hamilton County Board of Health - Plumbing Division | (513) 946-7800 |
| Hamilton County Board of Health - Food Service Operation License | (513) 946-7800 |
| Ohio Department of Job and Family Services / Bureau of Child Care Service | (513) 852-3280 |
| Fire Prevention - Contact local fire department | |